



Civil Engineering Improvement Plans Submittal Form & Requirements

Please attach this checklist to all submittals. All items marked "Required" must be included. *Incomplete submittals will be rejected.*

Log No: _____
Date: _____

Project:		Location:	
Engineering firm:		Contact person:	
Reviewed by:		Contact Phone No.:	

Req'd	Sub	Item	First Submittal
✓			This form and the Engineering firm transmittal sheet.
✓			Four sets of 24" x 36" civil improvement plan prints (include all plans applicable to this project). Each set will include one copy of each improvement.
✓			Two copies of the drainage report.
			3 landscape & irrigation plans - must be approved prior to approval of the civil improvement plans.
			Occupancy Clearance Agreement (if option to file a Performance Bond is not selected).
			Two copies of the Geotechnical Report (with certified percolation test results).
			Two (2) copies of the Phase I Environmental Site Assessment.

**Submittal of these items will
facilitate the approval process.**

Req'd	Sub	Item	Resubmittals
✓			This form and the Engineering firm transmittal sheet.
✓			Three sets of 24" x 36" civil improvement plan prints - each set must include one copy of each improvement.
✓			Original redlines, comment sheet & checklists from previous reviews.
✓			Two copies of the updated drainage report - until accepted. Once accepted, submit pdf.
✓			Two copies of the Geotechnical Report w/ Cert. Percolation Test results - until accepted. Once accepted, submit pdf.
✓			One Construction Quantity Estimate sealed by engineer (for performance bond) or Agreement for Occupancy Clearance to be Withheld in Lieu of Filing Performance Bond.
✓			One Certificate of Quantities sealed by engineer, with Civil Impr/Encroachment Permit Application
✓			Erosion and Sediment Control Plan
			Three landscape & irrigation plans - must be approved prior to approval of the civil plans.
			Reclaimed Water Use Agreement.
			Additional review fee, assessed at each review beginning with the 4 th review.

Req'd	Sub	Item	Mylar Submittal
✓			This form and the Engineering firm transmittal sheet.
✓			Three sets of approved civil improvement plans sealed by engineer. This includes, but is not limited to, street, water, sewer, grading and drainage, signing and striping (if required), reclaimed water, Erosion and Sediment Control.
✓			Plan, and fire line (for site plans) plans. Five sets of street light plans are required.
✓			Original civil improvement plan cover sheets - 4 mil mylar.
✓			One final Certificate of Quantities, sealed by engineer (for inspection fees).
✓			One Reclaimed Water Use Agreement.
✓			Original redlines, comment sheet and checklists from previous reviews.
✓			Electronic Submittal (PDF Planset(s), drainage & geotechnical reports). See page 2 for details

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Civil Engineering Plan Review Section
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Form No: UDM-021/Civil
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"Electronic Submittal": a CD (or DVD) with the following digital files:*

- 1) *"to scale", scanned original plans in Acrobat PDF format. Combine multiple PDF sheets into a 'Planset' ensuring all pages are in order and rotated properly for viewing.*
- 2) *Complete Drainage & Geotechnical Reports (including appendices, etc.) in Acrobat PDF format.*

Files should be named using Project Name + (Log No.) + Plan or Report Name standard. See below for more information.

	First Submittal	Resubmittal	Approval	Revisions to Approved Plans
Subdivisions and Site Plan Improvements	Not Required at This Time	Not Required at This Time	Required	Required
Drainage & Geotechnical Report	Not Required at This Time	Not Required at This Time	Required	Required if Applicable

Example:



- 1) Archstone Village (ERW12-0017) ONSITE Improvement Plans.PDF
- 2) Archstone Village (ERW12-0017) OFFSITE Improvement Plans.PDF
- 3) Archstone Village (ERW12-0017) Drainage Report.PDF
- 4) Archstone Village (ERW12-0017) Geotechnical Report.PDF